

DIRECTOR OF ADMINISTRATION

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a high level administrative position with responsibility for assisting the Fire Chief in directing administrative functions of the fire department. The primary duties and responsibilities include managing the Administrative Division in areas such as planning and research, maintaining departmental records and reports, preparing departmental budget, and maintaining department supplies and equipment. The Director of Administration supervises positions comprising the fire service support classifications in the Administrative Division in the absence of the Fire Chief; however, the incumbent in this position exercises no supervisory authority over personnel assigned to other department divisions. The employee of this class has the authority to work with little supervision and only general instruction. The incumbent of this class reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in the management of the administrative functions of the fire department. Recommends management policies, goals, and objectives for consideration by the Fire Chief. Participates in the research and planning for programs and activities of the department. Assists the Fire Chief in managing the accounting of funds and assets of the department. Assists in the preparation of the departmental operating budget by gathering information and compiling and organizing data to be used in preparing the department budget. Writes requests for special funds to aid in the operation of the fire service. Provides assistance to the Fire Board of Commissioners and Fire Chief by researching laws and information needed for special projects and coordinating activities with other department heads. Coordinates with the Assistant Fire Chiefs the schedules and work details of the Jail Release Program participants.

Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget. Prepares expenditure estimates. Plans, develops, tracks, and inspects specifications for new fire department equipment. Prepares specifications for public bids, reviews bids, oversees the bidding process, and makes recommendations. Meets with sales representatives and makes recommendations on major purchases for the department. Purchases equipment and supplies, keeping such

purchases within the established budget. Reviews request for supplies and distributes supplies and equipment to department personnel as required.

Provides for the preparation and maintenance of department records including records of activity, inventory records, payroll records, and any others which may be required. Makes recommendations concerning what information should be included in records of the department and in what form this information should be kept. Reviews records completed by subordinates and inspects systems and facilities for maintaining records. Compiles and organizes data needed for reports. Personally completes any forms and records required.

Provides assistance to chief officers of the department regarding the general care and maintenance of firefighting apparatus and equipment, communications or other specialized equipment, motor driven vehicles, stations and grounds, and other related property. Reviews requests and makes arrangement for repairs and maintenance of facilities, equipment, or operating systems or assigns such qualified department personnel. Insures that repaired equipment is inspected to see that repairs were properly accomplished. Plans and develops specifications for repairs to fire department facilities. Reviews plans and blueprints for new construction and makes reports or recommendations concerning such plans. Inspects work and status of contractors working on fire department facilities.

Inspects and evaluates the effectiveness of the Administrative Division and takes appropriate action to correct or improve problem areas. Assists the Fire Chief by keeping promotional eligibility lists, participating as a member of the hiring committee, and making recommendations for hiring. Investigates complaints against division personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken as directed.

In the absence of the Fire Chief and as may be assigned, supervises positions comprising of fire service support classifications in the Administrative Division by assigning work or duty areas, assigning work schedules, approving leave, overseeing and evaluating the work performance of subordinates, reviewing reports written by subordinates, writing evaluation reports and discussing work performance with subordinates. Provides assistance to subordinates in technical areas of work. Recommends disciplinary action against subordinates. Counsels subordinates who are experiencing work problems and resolves employee grievances.

Reviews correspondence addressed to the fire department and decides what type of action should be taken in reply. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Acts as

department representative to the news media, releasing information and answering questions concerning the work of the department. Acts as a consultant for volunteer fire departments in surrounding areas, providing technical expertise, assistance, and cooperation in other fire fighting efforts. Writes reports, letters or newspaper articles to address needs of the fire department, or convey an official department position.

Assists at the fire scene by acting as a liaison between the Incident Command and private contractors as needed by handling status board, calling for assistance, and relaying necessary information. Provides logistical support for supplies and equipment in handling emergencies involving hazardous materials. Keeps informed on modern fire fighting methods and administrative practices. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Recommends additions to or changes in fire prevention codes.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must not be less than 21 years of age.

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING TWO QUALIFICATIONS:

EITHER

Must have a bachelor's degree in fire science, fire administration, public administration, or other related curriculum and at least four (4) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service

experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least six (6) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.